



MOREHEAD STATE UNIVERSITY STAFF CONGRESS MINUTES September 8, 2014



MEMBERS:

Sheila Barber	Richard Fletcher	Amanda Lewis*	Kerry Murphy	Ernie Tackett
Jerel Benton	Shannon Harr	Patty Little	Scott Niles	Corey Wheeler*
Mica Collins	Joe Hunsucker	Jill McBride	Lora Pace	Barbara Willoughby*
Louise Cooper	Travis Jolley*	Paige McDaniel*	Ray Perry	Donnie Willoughby
Rhonda Crisp	Yvette Kell	Brooke Mills	Clarissa Purnell	
Craig Dennis	Margaret LaFontaine	Amy Moore*	Gabria Sexton	

*Denotes member was absent.

Guests:	Phil Gniot, Director Human Resources and Beth Patrick, Chief Financial Officer/VP
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Chair Dennis called the meeting to order at 12:57 p.m.

Motion:	To approve the minutes from the August 2014 meeting	
	Proposed: Rep. Cooper	Seconded: Rep. LaFontaine
Called for Vote:	Motion passed.	

Chair's Report	Chair Dennis informed representatives there is a President's Leadership Council meeting this Wednesday (September 10, 2014). Chair Dennis indicated he will have a full report for Staff Congress during the October meeting.
Vice-Chair's Report	<p>Vice-Chair Niles reported he conducted an informal poll on the Standing Committees across campus regarding if they are meeting consistently. Vice-Chair Niles used the membership rosters as presented on the Faculty Senate website and found the posted information is not accurate. After speaking to the Faculty Senate Chair, it was estimated the membership rosters that appear on the website are around two years old and the Faculty Senate Chair indicated he will request they be updated to reflect current membership. Vice-Chair Niles determined from those committee members he surveyed most committees are meeting; however, in most cases meetings occur on an as-needed basis. Vice-Chair Niles will report further as updates to membership have been completed.</p> <p>Vice-Chair Niles gave an update to representatives regarding questions the Executive Council had submitted to Mr. Gniot regarding the compensation plan, downsizing, title changes, communication, and other subjects. The following is a synopsis of the questions/responses as reported by Vice-Chair Niles:</p> <ol style="list-style-type: none"> 1. Of the 33% of MSU staff employees that received a raise of 2% under the new

compensation plan, what percentage of that 33% are exempt? Please give us a number (the 33%) and the total number of exempt that received 2% or less.

- **262 staff received 2% or less. Of these, 162 were exempt.**

2. An employee would like to know the justification behind decisions made during the employee compensation study. Their concerns are as follows:

In the same department there were two assistant directors at the same level. HR reclassified one assistant director at a higher compensation level and demoted the other assistant director. How is this justified?

- **Market data determines the salary grade and market data (what the market pays for a position) can vary between positions.**

Currently, we have 12 Assistant Directors in 5 salary grades.

In the same department as above, two individuals received significant raises—one individual was raised \$14,000/year and the other was raised \$19,000/year. How was this justified?

- **All staff positions have a salary grade. Each grade has a minimum or entry salary and an experienced market salary. The experience market salary represents a staff member who has seven years in that position. The implementation plan is designed to take staff salaries towards the experienced market salary based on the number of years an employee has in that position up to seven. For example, an employee with 3.5 years of experience in a position is expected to be paid half way from the entry to the experienced market. An employee with seven years should be paid at the experienced market salary. The amount of the increase will depend on the person's pay grade, their time in position, and their salary. Some increases could be significant, particularly if their salary was at the grade minimum and they had a number of years in that position.**

3. A question was submitted regarding the elimination of a career ladder in a department and how an employee's time in position was calculated for compensation purposes. **Mr. Gniot is working with the individual involved to resolve the correct calculation of time in position.**

4. If an employee did not receive a raise July 2014 because their salary was deemed 'above experienced market,' when will they get a salary increase (if ever)?

- **If an employee's salary was at or above the experienced market and their performance does not exceed expectations, their salary will not increase until the experienced market salary passes their current salary. Salary ranges are expected to shift as the data indicates. For the past eight years, the market has shifted about 2% per year. The market information is obtained from CUPA (College and University Professional Association).**

5. Please provide Staff Congress with the Federal Guidelines (statute number, etc.) used when moving exempt staff from exempt to non-exempt.

- **<http://www.ecfr.gov/cgi-bin/text-idx?SID=65708f90640b7775b398123fb3b52382&node=pt29.3.541&rgn=div5>**

6. Please provide Staff Congress with the KRS (statute numbers) used recently to move some MSU staff from KERS to KTRS.

- **KRS 161.220 (4)**

7. When will we know if there will be forced downsizing?

- **Right now, none is planned. If conditions indicate a downsizing, employees will be notified as soon as possible. Our policy, PG-58**

requires a 30 day notice but we (Human Resources) suggest more notice if possible.

8. Is there a plan in place to change employee titles as a result of the compensation plan and changed grading scales?

If titles will be changed, when will we know and which titles will be affected?

- **There is no plan to change titles unless a reclassification of a position is requested or the department asks for a title change. This process might suggest that a more appropriate title should be considered. When this occurs, a suggestion usually comes from the market data collected or in relation to other positions at MSU. Information about a title change is usually communicated through the employee's supervisor.**

9. Will MSU offer the Voluntary Buyout Program again this year?

- **This is not likely.**

10. If there will be merit pay in the future, how will merit pay be determined?

- Will merit pay be recurring or nonrecurring?
- Will those who received merit pay in the past still be eligible?
- Will employees be able to self-nominate for merit pay or will nominations fall under the discretion of supervisors?

- **We anticipate that there will be merit pay in the future. This is currently being addressed by a task force headed up by Beth Patrick.**

11. Is there anywhere on the web where employees can find current job descriptions of not only our individual job but any job at the university? If not, is this something that can be implemented?

- **Of course, any employee can see his or her job description and management can see any job descriptions in their area. In addition, any job that is posted has the job description available. Upon further discussion during the meeting, Mr. Gniot explained employees can request a job description through Human Resources. People Admin software has limitations and it is not possible for all job descriptions to be made available through People Admin.**

12. Staff Congress has fielded many concerns about HR's lack of communication. Are there things HR is doing to improve its communication with staff, particularly in light of the dynamic and concerning changes occurring related to people's jobs, job classifications, and compensation?

- **OHR has opened many avenues for communication with our employees. Here are a few examples: OHR attends every staff congress meeting and has made presentations on benefits, the voluntary Buyout Program, staff performance management system, the new Cerner employee benefits wellness website, staff compensation, and upcoming benefit changes. OHR attends every Employee Benefits Committee meeting and has made presentations on the most of the subjects mentioned above. OHR has conducted sessions for the campus on the following: Performance management system - 9 sessions, Applicant tracking/hiring process – 2 sessions/semester, Colleague workflow process – 2 sessions/semester, FMLA 1 session/semester, Payroll timekeeping 1 session/semester, search committee training for search chair and hiring manager, 6 Campus sessions for Voluntary Buyout Program, OHR met with every VBP person interested in the program to discuss the program, and 9 employee benefit open enrollment meetings. In addition, OHR met individually and in departmental groups to discuss changes to exempt and non-exempt status and job titles when requested. OHR met with each Vice President to discuss each item in the staff compensation**

	<p>implementation program. We use mass email to communicate information and we also maintain a website that contains a newsletter and other useful information. Our new wellness website communicates through email to employees and we have sent mailers to employee spouses covered under our health plans. Our campus wellness champions provide two way communication for matters concerning this subject and we are forming a wellness steering committee to provide input on ideas for implementing a comprehensive system for involving our employees and their spouses in becoming healthier and more active as well as dealing with health care costs. Finally, if employees have suggestions as to how we improve in this area, we are very eager to listen.</p> <p>Chair Dennis asked Mr. Gniot if HR had an internal policy regarding response time to inquiries. Mr. Gniot stated they try to respond to voicemail within 24 hours and email as soon as possible, but there is not an official policy.</p> <p>Vice-Chair Niles stated he has been working with Representative Wheeler on the Staff Congress Portal site to provide an avenue for posting past concerns and resolutions. The outgoing message on the Staff Concern form has been updated to instruct those submitting a concern to check back on the site for updates. Another feature that has been added to the Staff Congress Portal site is a tab for photos. The construction of a “Staff Salutes” tab is on-going and this feature will be added soon. On-going identification of a proper mechanism to submit information to be posted on this page is still being discussed. The “Staff Salutes” page will contain staff information such as retirements, Staff Congress Representatives who are rolling off after years of service, and other staff announcements.</p>
Secretary's Report	Secretary Purnell reported the supply balance is \$3,379.00. The latest encumbrance was \$30.87 for the September refreshments.

Committee Reports

Benefits & Compensation	Committee Chair Kell informed Staff Congress she is still waiting for answers from Human Resources regarding open enrollment questions.
Credentials & Elections	Committee Chair Pace reported she had the University Standing Committee appointments to report in New Business, as well as voting for replacement nominees for Rep. Crisp and Rep. Lewis’s positions on Staff Congress. Rep. Lewis recently resigned for personal reasons.
Staff Issues	<p>Committee Chair McDaniel was unable to attend the meeting. Vice-Chair Niles gave the Staff Issues report in her absence.</p> <p>Vice-Chair Niles informed Staff Congress there have been several Freshmen Move-In Day Concerns submitted (i.e., yelling/screaming, no training of workers, etc.) that are being looked into by the Executive Council. It is very important that Move-In Day be representative of the University in a positive light as this is often our first point of contact with students, parents, and family members. Chair Dennis asked</p>

	<p>representatives to indicate if they worked Move-In Day by a show of hands. Chair Dennis then asked if those who worked had received any training prior to the event. Rep. Cooper indicated she had worked Move-In Day in previous years, but short job descriptions were posted when volunteers signed up on the hub and also at the volunteer sign-in tent.</p> <p>A staff concern was submitted asking if Convocation could be streamed online so that those staff members who were required to staff offices or could not attend for other reasons would be able to 'view' Convocation on their computer/ in their office. VP Patrick responded by stating our current network does not support a live stream of the event, but a recording is made available in the library and interested persons can check it out for viewing. In the next year or two, we will have the ability to stream as the network is upgraded. Chair Dennis asked about posting the video on YouTube and VP Patrick indicated the file was too large to be posted. The question was asked if Convocation audio had been available on MSPR in the past. VP Patrick affirmed the audio had been available on MSPR in the past.</p> <p>A staff concern was submitted regarding the availability of parking spots where electric cars could charge on campus. There are currently charging stations under Reed Hall for electric vehicles owned by the University. This will be looked at as the need for such spaces becomes an issue.</p> <p>An outside concern was submitted regarding pool costs. Information is being forwarded to the appropriate individuals in the community group who submitted the concern.</p>
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Regent's Report: Staff Regent Thacker was unable to attend the meeting. Regent Thacker relayed he would provide a full report during the October meeting.

Human Resources Report: Mr. Gniot reported the Benefits Group had met and discussed the direction of healthcare next year. The committee discussed where we are and where we are heading and will meet again in the next couple of weeks. Mr. Gniot indicated he was anticipating health care increases as the claims have increased from last year. Human Resources personnel are negotiating with Anthem and Mr. Gniot should know more in the upcoming weeks. The Benefits and Compensation committee has been exploring strategies but must keep the 75/25 ratio in mind. We are currently at 78/23 ratio because employees had not received compensation increases for several years. We may have to go to 75/25 ratio in the upcoming year as we negotiate the new contract with Anthem and determine the employee portion of health insurance premiums.

Cabinet Report: VP Patrick reported the Board continues to explore avenues as \$4 million is still needed to fund key initiatives. Although \$2.3 million was generated with the Voluntary Employee Buyout, we are still in a deficit situation. Multiple strategies are being considered and vacant positions continue to be evaluated. Vacant position evaluation includes looking for ways to streamline jobs while continuing to offer the same level of services. One example is hiring of a Travel Coordinator who will basically act as a travel agent for the University and realize travel savings by consolidating and negotiating better travel rates for employees. There is a President's Leadership Council meeting this Wednesday where other ideas will be discussed. Waterfield Hall has been demolished and construction on the new Parking Garage/Dining Hall will begin sometime in November. More information on the completion date will be known in the next month or so, but the goal is to have the parking portion of the

structure completed fall 2015 and the dining portion will be completed afterwards. Actual residence hall construction will commence later in the spring semester. Additional parking spaces will be open in the green space of the Recreation and Wellness Center when construction begins; however, these will be temporary parking spaces. Once construction is completed, the area will be converted back to green space.

Old Business: None

New Business:

Motion:	To approve Standing Committee appointments as presented by Rep. Pace (see Addendum A for complete details).	
	Proposed: Rep. Pace	Seconded: None Needed—Comes from Credentials and Elections Committee
Called for Vote:	Passed	

Motion:	To approve replacing Rep. Crisp's vacated position with Janie Porter and replace Rep. Lewis's vacated position with Karla Hughes.	
	Proposed: Rep. Pace	Seconded: None Needed—Comes from Credentials and Elections Committee
Called for Vote:	Passed	

Thanks to Representative Rhonda Crisp for her many years of service on Staff Congress! You will be missed!

Announcements:

- Every Friday Blue & Gold Days — Show your Eagle pride by wearing Blue & Gold!
- MSU University Family Picnic—Friday, September 12th (Laughlin Lawn)
- Sunday, September 28th – Browning Orchard Festival (12:00 p.m. – 4:00 p.m.)
- Thursday, October 2nd through Sunday, October 5th – MSU HOMECOMING
- Research & Sponsored Programs will have a Grant Symposium in October (more information next meeting!)
- Rep. Harr is waiting to hear from Stephanie Garner regarding Professional Development schedule—will update as soon as he hears something!
- Next Staff Congress Meeting—Monday, October 6th

Motion:	To adjourn	
	Proposed: Rep. Pace	Seconded: Rep. LaFontaine
Called for Vote:	Passed	

Minutes submitted by: Clarissa Purnell, Secretary

ADDENDUM A

Standing Committee	EEO Category	Length of Term	# of positions available
Campus Environment /Affirmative Action Committee <ul style="list-style-type: none"> LaCrystal Green Roslyn Perry Alvin Madden-Grider Eric Thomas 	All EEO Eligible	2014-17	4
Employee Benefits Committee <ul style="list-style-type: none"> Roslyn Perry 	Exec. Man.	2014-18	1
Employee Benefits Committee <ul style="list-style-type: none"> Clarissa Purnell 	Tech/Para	2014-16	1
Employee Benefits Committee <ul style="list-style-type: none"> Sheila Barber 	Sec/Cler	2014-15	1
Intercollegiate Athletics Committee <ul style="list-style-type: none"> Keith Moore 	All EEO Eligible	2014-17	1
Job Reclassification Committee <ul style="list-style-type: none"> Joshua Moore 	Non-Exempt	2014-18	1
Job Reclassification Committee <ul style="list-style-type: none"> (Vacant) 	Serv/Maint	2014-18	1
Job Reclassification Committee <ul style="list-style-type: none"> (Vacant) 	Skilled Crafts	2014-18	1
Library Committee <ul style="list-style-type: none"> Kristina Gullett 	All EEO Eligible	2014-16	1
Planning Committee <ul style="list-style-type: none"> Joe Hunsucker Michelle Hutchinson 	All EEO Eligible	2014-18	2
Scholarship Appeals & Advisory Committee <ul style="list-style-type: none"> Joel VanHoose 	Prof/NF	2014-16	1
Service Committee <ul style="list-style-type: none"> Susan Maxey 	Exec. Mang.	2014-16	1
Service Committee <ul style="list-style-type: none"> Sherry Surmont 	Sec/Cler	2014-16	1
Service Committee <ul style="list-style-type: none"> (Vacant) 	Skilled Crafts	2014-16	1
Service Committee <ul style="list-style-type: none"> (Vacant) 	Serv/Maint	2014-15	1
Student Disciplinary Committee <ul style="list-style-type: none"> Max Ammons Pam Jaisingh 	Exec. Mang. or Prof/NF	2014-16	2
Student Life Committee <ul style="list-style-type: none"> Gwen Sloas 	Prof/NF	2014-16	1
Student Media Board (one selected by the President) <ul style="list-style-type: none"> Mike Esposito Jessica Thompson 	All EEO Eligible	2014-16	1